



Automated Medical Payments

# Medicaid Bulletin Colorado Title XIX

Fiscal Agent

**CONSULTEC**

600 Seventeenth Street  
Suite 600 North  
Denver, CO 80202

## Medicaid Provider Services

303-534-0146  
1-800-237-0757

## Mailing Addresses

Claims & PARs

P.O. Box 30  
Denver, CO 80201-0030

Correspondence, Inquiries &  
Adjustments

P.O. Box 90  
Denver, CO 80201-0090

Provider enrollment, Provider  
information, Changes, Signature  
authorization,  
and Claim requisitions

P.O. Box 1100  
Denver, CO 80201-1100

## Medicaid Fiscal Agent Information on the Internet

[coloradomedicaid.consultec-inc.com](http://coloradomedicaid.consultec-inc.com)

Medicaid bulletins contain important policy and billing information and should be shared promptly with billing staff.

Bulletins supplement information in the Medicaid Provider Manual and should be retained with the provider manual for reference. Retain all bulletins until published notification advises that the information is obsolete or reproduced in subsequent bulletins or provider manual updates.

Please direct questions about bulletins and billing information to Medicaid Provider Services.

Distribution: All providers

December 2000

Reference: B0000082

## 2001 - Winter/Spring Denver & Statewide Provider Billing Workshop Schedule

Provider billing workshops include both Medicaid billing instructions and a review of Medicaid billing procedures. Workshops are intended for both new and experienced Medicaid billers. Provider representatives explain and discuss Medicaid program policies, billing requirements, and problem-solving strategies.

The Winter/Spring workshops begin in January 2001 and continue through June 2001. Both the Denver workshops and the Statewide workshops are listed in this bulletin. All workshops cover the same topics. Topics may vary from previous workshops.

If you are interested in a billing topic that is not listed, it may be offered during the 2001 Summer/Fall Denver or Statewide workshops. These workshop schedules will be published in a future Medicaid bulletin.

## Workshop agenda

The following agenda is a general guideline of the topics presented in the billing workshops.

Medicaid policy	Claim completion	Claim submission
✓ Fiscal agent review	✓ Field by field requirements	✓ Prior authorizations
✓ Eligibility verification	✓ WINASAP demo	✓ Electronic/Paper claims
✓ Managed care	✓ Special billing instructions	✓ Remittance statements
✓ Medicare crossovers		✓ Adjustments
✓ Third party		
✓ Timely filing		

## Workshop summaries

<p style="text-align: center;"><b>Practitioner</b></p> <ul style="list-style-type: none"> <li>➤ Practitioners, ambulatory surgical centers, family planning providers, community mental health centers, and independent radiology billing on the CO-1500 paper claim form and the CO-1500 Practitioner &amp; Independent Lab electronic claim formats.</li> <li>➤ Non hospital-based transportation providers billing on the CO-1500 paper claim form and the CO-1500 Transportation electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Early Periodic Screening, Diagnosis &amp; Treatment (EPSDT)</b></p> <ul style="list-style-type: none"> <li>➤ Well child medical screening and immunization providers billing on the EPSDT paper claim form and EPSDT electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Inpatient/Outpatient Services including Rural Health Clinic (RHC), Federally Qualified Health Clinic (FQHC), and Dialysis</b></p> <ul style="list-style-type: none"> <li>➤ Hospitals billing on the UB-92 paper claim form and Institutional Inpatient &amp; Outpatient electronic claim format.</li> <li>➤ RHCs &amp; FQHCs billing on the UB-92 paper claim form and Institutional Outpatient electronic claim format.</li> <li>➤ Dialysis providers billing on the UB-92 paper claim form and Institutional Outpatient electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Home &amp; Community Based Services (HCBS) – Elderly, Blind, &amp; Disabled (EBD), Persons Living with AIDS (PLWA), Mentally Ill (MI) &amp; Children’s Home &amp; Community Based Services (CHCBS)</b></p> <ul style="list-style-type: none"> <li>➤ Adult day care, transportation, home electronics, home modifications, and personal care service providers billing for EBD, PLWA, and MI billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> <li>➤ Children’s HCBS case management providers billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Eyewear and Vision</b></p> <ul style="list-style-type: none"> <li>➤ Ophthalmologists, optometrists, &amp; opticians billing on the CO-1500 paper claim form and CO-1500 Supply and Practitioner electronic claim formats.</li> </ul>	<p style="text-align: center;"><b>Home and Community Based Services (HCBS) – Brain Injury (BI)</b></p> <ul style="list-style-type: none"> <li>➤ HCBS-BI providers billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Home Health (HH) and Private Duty Nursing (PDN)</b></p> <ul style="list-style-type: none"> <li>➤ HH and PDN providers billing on the UB-92 paper claim form and Institutional HH electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Children’s Habilitation Residential Program (CHRP)</b></p> <ul style="list-style-type: none"> <li>➤ CHRP providers billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Dental</b></p> <ul style="list-style-type: none"> <li>➤ Dental and oral surgery providers billing on the ADA paper claim form and dental electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Nursing Facility (UB-92)</b></p> <ul style="list-style-type: none"> <li>➤ Nursing facilities billing on the UB-92 paper claim form and Institutional Nursing Facility electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Hospice</b></p> <ul style="list-style-type: none"> <li>➤ Hospice agencies billing on the UB-92 paper claim form and Institutional Home Health electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Residential Treatment Center (RTC)</b></p> <ul style="list-style-type: none"> <li>➤ RTCs billing on the UB-92 paper claim form and Institutional Outpatient electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Transportation Independent &amp; County (CO 1500)</b></p> <ul style="list-style-type: none"> <li>➤ Non hospital-based transportation providers billing on the CO-1500 paper claim form and the CO-1500 Transportation electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Supply/Durable Medical Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Medical supply and durable medical equipment providers billing on the CO-1500 paper claim form and CO-1500 Supply electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Pharmacy</b></p> <ul style="list-style-type: none"> <li>➤ Pharmacies billing for prescription drugs on the Pharmacy paper claim form and Pharmacy electronic claim format (PDCS).</li> </ul>	

## Who should attend?

New and experienced receptionists, front desk personnel, admission officers, office managers, billing services, and other billers should attend the appropriate workshop.

## What should I bring?

The new Medicaid Provider Manual was distributed in October 1998, prior to the fiscal agent transition. Please bring this manual to the workshop. Manuals are not available at the workshops. The manual contains the program and billing instruction references used during the workshops. Although only one manual is distributed per enrolled provider, you may copy or download them from the fiscal agent's web site at:

**[coloradomedicaid.consultec-inc.com](http://coloradomedicaid.consultec-inc.com)**

Replacement manuals are available from the fiscal agent for a fee. To order a replacement manual, contact Provider Services for cost and ordering information.

## Do I need reservations?

**Yes, reservations are necessary for all Denver workshops listed in this bulletin.** Reservations are ***not*** required for Statewide workshops. Review the Denver workshop schedule on pages 4 and 5 and the Statewide workshop schedule on pages 6 and 7 to find the workshop that best meets your needs.

**Call Medicaid Provider Services to make reservations.**

**1-800-237-0757  
303-534-0146**

Press "4" to make workshop reservations. This transfers you to a voice mailbox where you should leave the following information:

- ✓ **Medicaid provider billing number**
- ✓ **The date and time of the workshop**
- ✓ **The number of people attending**
- ✓ **Contact name, address and phone number**

Without all of the requested information, your reservation cannot be processed successfully.

If you do not receive a confirmation from Medicaid Provider Services within one week of making your reservation, please call Provider Services and talk to a Provider Services Representative.

## Denver workshops

The schedule for Provider Billing Workshops offered in Denver during the Winter/Spring of 2001 follows. All workshops will begin promptly as indicated. Please allow time for parking and registration.

All Denver Workshops are held at:  
Consultec  
600 Seventeenth Street  
Suite 600 North (6<sup>th</sup> Floor, North Tower)  
Denver, CO 80202

## Winter/Spring 2001 Denver workshop schedule

Provider/Program type	Dates and times	
<b>Practitioner</b>	Tuesday , January 9 1:00 PM	Thursday , February 8 8:30 AM
	Tuesday , March 6 1:00 PM	Tuesday , April 10 8:30 AM
	Tuesday , June 5 8:30 AM	
<b>EPSDT (Early Periodic Screening, Diagnosis, and Treatment)</b>	Thursday , February 8 1:00 PM	Tuesday , April 10 1:00 PM
	Tuesday , June 5 1:00 PM	
<b>Inpatient/Outpatient Including RHC, FQHC, &amp; Dialysis</b>	Tuesday , February 6 8:30 AM	Thursday , April 12 1:00 PM
	Tuesday , June 12 1:00 PM	
<b>HCBS: EBD, PLWA, MI, CHCBS, BI &amp; CHRP</b>	Tuesday, February 13 1:00 PM	Tuesday, April 17 8:30 AM
	Thursday , June 14 8:30 AM	
<b>Eyewear and Vision</b>	Tuesday, January 16 1:00 PM	Thursday , March 8 8:30 AM
	Tuesday , June 12 8:30 AM	
<b>Supply/ Durable Medical Equipment</b>	Tuesday , February 6 1:00 PM	Thursday , June 7 8:30 AM
<b>Home Health (HH) and Private Duty Nursing (PDN)</b>	Tuesday , February 13 8:30 AM	Thursday, June 14 1:00 PM
<b>Nursing Facility</b>	Tuesday, January 9 8:30 AM	Thursday, April 12 8:30 AM
<b>Dental</b>	Tuesday, January 16 8:30 AM	Tuesday, March 6 8:30 AM
	Thursday, June 7 1:00 PM	
<b>Residential Treatment Center (RTC)</b>	Tuesday , March 13 8:30 AM	

Provider/Program type	Dates and times	
Pharmacy	Tuesday , March 13 1:00 PM	
Transportation Independent & County (CO1500)	Thursday , April 19 8:30 AM	
Hospice	Tuesday, April 17 1:00 PM	

Please contact Provider Services to make reservations for Denver workshops and/or for additional information. 303-534-0146 or 1-800-237-0757

**Denver parking**

Workshops are conducted at the fiscal agent’s office, in the Dominion Plaza Building at 600 17<sup>th</sup> Street, the 6<sup>th</sup> floor in the North Tower of the building. Parking is **not** provided and is limited in the Downtown Denver area. Providers attending workshops are urged to carpool and arrive early to secure parking or to use public transportation.

Commercial parking lots are available throughout the downtown area and the daily rates range from approximately \$5 to \$10. Most of the city parking meters are limited to one or two hours. The following map indicates the parking lots near Dominion Plaza. There is additional parking near Union Station, Market Street Station, and Civic Center Station. Providers who park in these areas should take the 16<sup>th</sup> Street Mall Shuttle to Welton Street.

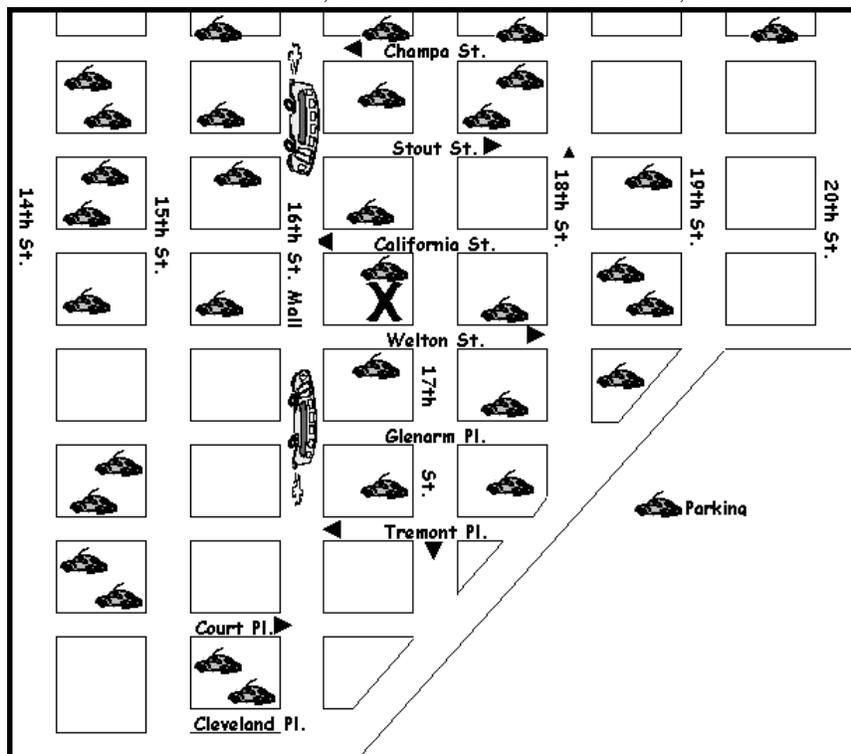
**Driving directions**

Take Interstate 25 to Exit 210A – Colfax. Go east.

Take Colfax 0.8 miles to Welton – seventh light. Go north.

Take Welton 0.4 miles to 16<sup>th</sup> Street – Third light.

Consultec is located in the Dominion Plaza, on the west side of Welton, between 16<sup>th</sup> and 17<sup>th</sup> Streets.



The schedule for Provider Billing Workshops offered outside of Denver during the Spring of 2001 is listed below. All workshops will begin promptly as indicated. Please allow time for parking and registration.

### Spring 2001 Statewide workshop schedule

City and workshop site	Provider/ Program type	Dates and times	
		Morning	Afternoon
<b>Greeley</b> Best Western Ramkota Inn 701 8 <sup>th</sup> Street Greeley, CO 80631 970-353-8444	<b>Practitioner</b>	Wednesday May 9 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient Including RHC, FQHC &amp; Dialysis</b>		Wednesday May 9 1:00 – 4:00 PM
	<b>Nursing Facility</b>	Wednesday May 9 8:30 – 11:30 AM	
	<b>HCBS EBD, PLW, MI, CHCBS, BI, &amp; CHRP</b>		Wednesday May 9 1:00 – 4:00 PM
<b>Fort Collins</b> University Park Holiday Inn 425 West Prospect Road Fort Collins, CO 80526 970-482-2626	<b>Practitioner</b>	Thursday May 10 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient Including RHC, FQHC &amp; Dialysis</b>		Thursday May 10 1:00 – 4:00 PM
	<b>Home Health (HH) and Private Duty Nursing (PDN)</b>	Thursday May 10 8:30 – 11:30 AM	
	<b>Supply</b>		Thursday May 10 1:00 – 4:00 PM
<b>Pueblo</b> Holiday Inn Pueblo 4001 North Elizabeth Pueblo, CO 81008 719-543-8050	<b>Practitioner</b>	Wednesday May 16 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient Including RHC, FQHC &amp; Dialysis</b>		Wednesday May 16 1:00 – 4:00 PM
	<b>Home Health (HH) and Private Duty Nursing (PDN)</b>	Wednesday May 16 8:30- 11:30 AM	
	<b>HCBS EBD, PLW, MI, CHCBS, BI, &amp; CHRP</b>		Wednesday May 16 1:00 – 4:00 PM

City and workshop site	Provider/ Program type	Dates and times	
		Morning	Afternoon
<b>Colorado Springs</b> Radisson Inn North 8110 North Academy Blvd Colorado Springs, CO 80920 719-598-5770	<b>Practitioner</b>	Thursday May 17 8:30 - 11:30 AM	
	<b>Inpatient/Outpatient Including RHC, FQHC &amp; Dialysis</b>		Thursday May 17 1:00 - 4:00 PM
	<b>Nursing Facility</b>	Thursday May 17 8:30 - 11:30 AM	
	<b>EPSDT</b> (Early Periodic Screening, Diagnosis, and Treatment)		Thursday May 17 1:00 - 4:00 PM
<b>Grand Junction</b> Grand Vista 2790 Crossroads Blv. Grand Junction , CO 81506 970-241-8411	<b>Practitioner</b>	Wednesday May 23 8:30 - 11:30 AM	
	<b>Inpatient/Outpatient Including RHC, FQHC &amp; Dialysis</b>		Wednesday May 23 1:00 - 4:00 PM
	<b>Hospice</b>	Wednesday May 23 8:30 -11:30 AM	
	<b>HCBS EBD, PLW, MI, CHCBS, BI, &amp; CHRP</b>		Wednesday May 23 1:00 - 4:00 PM

**Reminder: Statewide workshops do *not* require reservations.**

**Please contact Medicaid Provider Services for additional workshop information.**